



Council of the European Union
General Secretariat
Directorate-General Organisational Development and Services
ORG Human Resources Directorate
The Director

His/Her Excellency the Ambassador

Permanent Representative of the
Member States to the
European Union

(by e-mail)

Brussels, 11 March 2022

**Subject: Secondment of a national expert to the General Secretariat of the Council,
DG Organisational Development and Services, Directorate 4 (Finance):
Projects and Financing Unit (EPF Operations¹)**

Ref.: END/02/2022 (312844)

Dear Sir / Madam,

The European Peace Facility (EPF) administrator for operations intends to recruit a seconded national expert. In accordance with Article 10 of Council Decision (CSFP) 2021/509 (EPF Council Decision) the EPF primarily resorts to staff of the EU institutions and to staff seconded by Member States.

The staff supporting the administrator for operations is therefore composed of officials of the Council General Secretariat as well as seconded national experts financed by the EPF.

Council Decision (EU) 2015/1027 of 23 June 2015 establishes the arrangements under which the national expert is to be recruited. In accordance with Article 2 of this Decision, seconded national experts must be nationals of an EU Member State. Member States are hereby invited to propose candidates qualified for this post.

¹ Council Decision (CFSP) 2021/509 (Official Journal L 102, 24.3.2021).

The professional profile required is set out in the Annex. The expert should take up his/her duties at the General Secretariat of the Council by **1 September 2022**. The initial period of secondment will be for one year and is renewable, subject to approval by the EPF Committee, for up to a maximum of four years.

I would kindly ask you to forward this request for applicants to the appropriate departments of your national administrations.

Applications accompanied by a detailed curriculum vitae and a motivation letter must be submitted via the national administrations and must indicate the responsible national contact point for each candidate. They must be submitted by electronic mail, not later than **29 April 2022 at 18:00 pm Brussels time**, to the following address: sne.recruitment@consilium.europa.eu.

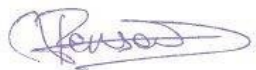
The relevant department together with the Human Resources Directorate will examine the applications received, decide which candidates to shortlist, and conduct the interviews.

The Appointing Authority will decide on the recruitment based on the outcome of the selection procedure. The General Secretariat of the Council may also decide to use the list of suitable candidates to cover possible future vacancies requiring the same profile.

Further information concerning the nature of the post may be obtained from the General Secretariat of the Council by contacting Mr Uwe HARMS, tel.+32 (0)2 281 5012, email: uwe.harms@consilium.europa.eu.

Yours sincerely,

Nathalie Pensaert



Annexes

Annex 1 - Job description

**Seconded National Expert (SNE)
at the General Secretariat of the Council of the European Union**

**DG ORG, Directorate 4 'Finance':
Projects and Financing Unit (EPF¹ Operations)**

Ref.: END/02/2022 - 1 post

Job description

A. Main tasks and responsibilities

As an SNE at Administrator level in the Projects and Financing Unit, the expert will be called upon to:

- Contribute to strategic planning for EPF Operations financial questions, including planning for new military operations;
- Monitor and support implementation of the EPF budget covering operations and provide advice on financial/contract management for military operations;
- Provide advice on procurement-related aspects and contribute to the development of framework contracts and administrative arrangements;
- Provide advice and draw up documents on budgetary and/or financial rules and procedures;
- Contribute to the drafting of documents for the EPF Committee;
- Train EPF operational staff in Brussels or on site;
- Deploy to operational areas in order to launch/support/monitor an operation and its financial activities.

Other tasks may be allocated to the expert according to the needs of the service.

B. Qualifications and experience required

Applicants should:

- Have completed university, higher or military school education, as attested by a diploma, or have equivalent professional experience;

¹ Council Decision (CFSP) 2021/509 (Official Journal L 102, 24.3.2021).

- Have at least five years' work experience in an area comparable to the field referred to in point A above. Experience should preferably have been gained in the financial management of military operations;
- Have a thorough knowledge of one EU language and a satisfactory knowledge of a second language required for the performance of these duties. In practice, in the interest of the service, since drafting and editing skills are required a thorough written command of English is required, and French would be considered an asset.

C. Conditions and skills required

- Experience with military operations, preferably EU military operations;
- Ability to conduct missions in areas where EU military operations are deployed;
- Good (oral and written) communication skills;
- Good analytical skills (problem-solving skills);
- Ability to take on a heavy workload and work effectively as a team member;
- Good working knowledge of standard IT and office tools (Excel, Word);
- Sense of initiative;
- Flexibility/adaptability;
- Discretion;
- Good organisational capabilities.

D. Security clearance

National security clearance at EU SECRET level (or national equivalent) is required. Such clearance must be obtained by the candidate from his/her relevant authorities before his/her secondment to the General Secretariat of the Council. This clearance must be valid for the whole period of the secondment. If not, the General Secretariat reserves the right to refuse the secondment of the national expert.

E. General conditions

Applicants must:

- Be nationals of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by the laws on military service.

The General Secretariat of the Council applies a diversity and inclusion policy.
